



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

EGLE Organics Infrastructure Grant

REQUEST FOR PROPOSALS

Issue Date: May 6, 2024

Response Due: August 28, 2024

**Michigan Department of Environment, Great Lakes, and Energy
525 West Allegan Street
Lansing, Michigan 48933**

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EGLE Recycling Program Request for Proposals

PART I GENERAL INFORMATION

I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) Recycling Unit is offering grants for organics (food waste) infrastructure projects. The State anticipates the grant period will start November 29, 2024, and will end on September 30, 2027.

I-B Program Description

EGLE protects Michigan's environment and public health by managing air, water, land, and energy resources, and is focused on addressing climate change, diversity, equity, and inclusion. In fiscal year (FY) 2024, EGLE will provide matching grants to support Governor Gretchen Whitmer's climate priorities by supplementing efforts to increase access to food waste diversion projects and grow the statewide food waste composting and recycling rate.

These grants, enabled by the Renew Michigan Fund, are an important mechanism for achieving EGLE's priorities of equitable and inclusive support to all Michigan communities, and the grants support Governor Whitmer's climate change priorities through measurable reductions in greenhouse gas emissions. Food waste composting decreases greenhouse gases by improving carbon sequestration in the soil and reducing methane emissions from landfills. As reported in the 2021 Recycling Gap Analysis (Resource Recycling Systems, 2021), achieving a 45 percent recycling rate in Michigan will reduce greenhouse gas emissions by 7 million metric tons of carbon dioxide equivalent annually. This corresponds to the annual energy consumption of more than 760,000 households (approximately 20 percent of Michigan households), or the annual emissions of nearly 1.5 million passenger vehicles.

Additionally, these grants are crucial to facilitate the safe management of waste materials and help to maintain the flow of vital raw materials for Michigan manufacturing by protecting our domestic supply chains. Increasing access to recycling opportunities also has other positive impacts including water and energy savings and local job creation.

Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

- i. Program Objectives
 - a. Increase access to food waste diversion infrastructure while building diversity, equity, and inclusion across Michigan.

- b. Increase collection and processing capacity for food waste diversion.
 - c. Increase participation rate in existing food waste diversion programs.
- ii. Program Priorities
- a. Programs with the largest projected increases in processing or collection capacity volume and/or access and participation.
 - b. Programs with sustainable funding mechanisms in place.
 - c. Programs that currently provide or propose robust, continuing education programs.
 - d. Applicants with demonstrated ability to collaborate and partner with other groups and organizations.
 - e. Projects that leverage concurrent project funding from other sources, such as the U.S. Environmental Protection Agency (EPA), Closed Loop Fund, or local foundations or businesses.
 - f. Projects that support Governor Whitmer’s climate change priorities through measurable reductions in greenhouse gas emissions.
 - g. Projects that will benefit an environmental justice community or underserved and vulnerable populations within a community.
- iii. Applicant Tasks
- NOTE: Applicants must clearly and succinctly explain how they will accomplish each required task below **during the grant period.***
- a. Purchase of infrastructure items
 - b. Installation of infrastructure items
 - c. Assessing and reporting impact of new infrastructure items

I-C Grant Award

A total of \$1 million in funding is expected to be available through the Renew Michigan Fund, created in The Income Tax Act, 1967 PA 281, as amended. Applicant(s) must provide a complete Budget using the budget section of the online application form. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed.

The maximum amount of funding that can be requested for an EGLE Organics Infrastructure Grant is \$250,000. The minimum grant funds an applicant may request is \$5,000.

Applicants are required to pledge matching funds at least equal to 20 percent of the total grant budget but are encouraged to consider higher match percentages. Reference section IV-A for details on acceptable match types.

Grantees may be offered partial funding. EGLE may add or subtract money from the EGLE Organics Infrastructure Grant program at its discretion.

The Recycling Unit will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The Recycling Unit, an entity within EGLE, will be the primary contact with selected applicants to negotiate the scope of work,

budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by **September 1, 2027.**

I-D Eligibility Criteria

For purposes of this RFP, the following types of entities are eligible to apply: non-profit organizations, tribal governments, school districts, universities/colleges, local health departments, regional planning agencies, cities, villages, townships, charter townships, counties, municipal solid waste authorities, resource recovery authorities, businesses, corporations, and private sector entities located in Michigan.

Eligible Organics Infrastructure Grants include *but are not limited to*:

The implementation of curbside food waste carts; creation or enhancement of drop-off food waste collection; public space food waste collection containers; school food waste collection and processing projects, food waste collection vehicles, multi- family food waste collection projects, and food waste processing projects.

Ineligible projects include household hazardous waste projects, electronic waste recycling projects, scrap tire recycling projects, and one-day collection events. Projects related to meeting regulatory compliance requirements are also ineligible for this grant funding.

Food Waste Curbside Collection Carts: Wheeled, covered carts for existing or new food waste curbside recycling collection programs. Grantees would be expected to contract for purchase, distribution, and servicing of curbside carts. Grant eligible expenses include cost of carts, shipping, assembly, and distribution. Metrics will include reductions in carbon dioxide equivalents (CO₂e), collection volume, participation, and/or access increase.

Collection Vehicles: Food waste collection vehicle for new program or expansion of existing program. Grantee would be expected to purchase vehicle(s), establish routes, and train drivers. The grant eligible expense is the vehicle purchase. Metrics will include reductions in CO₂e, collection volume, participation, and/or access increases.

Drop-off Infrastructure: Constructing and equipping new food waste drop-off sites, as well as improvements to existing drop-off sites that add food waste composting opportunities to achieve significant increase in collection/processing or participation/access, such as additional collection containers or additional equipment/vehicles. Site improvements such as paving, lighting, cameras, fencing, and replacement or maintenance items must be able to demonstrate significant increases in volume collected/processed or participation/access to be competitive. Grantee would be expected to purchase and install items, oversee

any construction activities, contract for collection services, operate and maintain drop-off center. Grant eligible expenses include purchase, shipping, and installation of site improvements, as well as costs associated with new construction. Metrics will include reductions in CO₂e, collection volume, participation, and/or access increases.

Multi-Family Infrastructure: Indoor and outdoor containers, signage, and other associated site improvements. Grantee would be expected to purchase and install items, secure partnerships with property owners, contract for collection services (as applicable), and oversee construction activities. Grant eligible expenses may include food waste containers, signage, associated site improvements, shipping, and installation. Metrics will include reductions in CO₂e, collection volume, participation, and/or access increases.

Public Space Infrastructure: Recycling bins for parks, schools, institutions, offices, events, etc. Grantees would be expected to purchase and install items, contract for collection services, secure partnerships with property owners, and provide education elements. Grant eligible expenses may include dual waste and food waste containers (“twinned bins”), shipping, installation, and signage. Metrics will include reductions in CO₂e, collection volume, participation, and/or access increases.

Processing Infrastructure: Equipment needed for processing food waste materials. Grantees would be expected to contract for design, purchase, and installation of items, train staff, operate and maintain equipment. Grant eligible expenses include design, purchase, and installation of equipment. Metrics will include reductions in CO₂e, increased processing capacity.

Other notes on eligibility for the Michigan Organics Infrastructure Grant:

- Subcontractor costs associated with shipping, assembly, installation, and deployment of the infrastructure items are eligible for grant funding.
- Impacted facilities must have long-range plans for continued use.
- Site improvements such as paving, lighting, and fencing are eligible for grant funding, but must be able to demonstrate significant increases in volume collected/processed or participation/access to be competitive. The State reserves the right to seek changes to proposals that include site improvements.
- Organics infrastructure grants are designed for projects that have proven feasibility and are “shovel-ready”, needing only funding support to implementation. If a project is lacking a detailed workplan, budget, or sustainable funding structure, an applicant may be directed toward the NextCycle Michigan Innovation Challenge as a more appropriate opportunity.

- Eligible applicants must be able to confirm the materials collected will be deposited at a Michigan compliant composting facility.
- To be considered for multiple grants, eligible entities must submit separate applications for each project. Links to the online application forms are found on the [grant's online portal](#).
- If an infrastructure item purchased through this grant includes equipment that requires a State of Michigan title, such as a vehicle or trailer, reimbursement will require proof of full payment and a copy of a clear title.
- Grantees must agree to supply data related to the project for up to five years from the project end date as requested by EGLE.
- All grant recipients are encouraged to register and enter program information within the Michigan Recycling Directory, and/or the Michigan Materials Marketplace, as applicable. The [Michigan Recycling Directory](#) and the [Michigan Materials Marketplace](#) are online recycling directories sponsored by EGLE.

I-E Ineligible Projects and Expenses

Projects deemed illegal under the law or inappropriate under contract management standards.

1. Projects considered scientifically unsound or that significantly increase risks to workers and/or the public.
2. Projects that will not be conducted in Michigan.
3. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
4. Projects that do not adhere to State of Michigan permit requirements.
5. Projects that are deemed part of an entity's regulatory responsibility.
6. Ineligible projects include household hazardous waste projects, electronic waste recycling projects, scrap tire recycling projects, and one-day collection events.
7. Lobbying or directly influencing legislative decision-making.
8. All grant and matching funding may only be used for eligible items. Staff time, indirect costs, and in-kind services are not eligible for a grant or match funding. Grantee matching contributions may only be in dollars.
9. Salaries, including expenses related to employment of graduate students, are not eligible for reimbursement under the EGLE Organics Infrastructure Grant.
10. Registrations, licenses or permits, fees, taxes, insurance, training costs, office equipment (including computers), indirect or overhead expenses, grant administration, staff expenses, household hazardous waste projects, one-day collection events, electronic waste recycling projects, scrap tire recycling projects, and the purchase of real property are not eligible for

reimbursement under the EGLE Organics Infrastructure Grants.

Additional notes about eligibility:

- In some cases, there will be significant ineligible costs that are required to implement the project. These costs may be listed and defined to describe applicant support of the project more completely.
- The grantee fiduciary entity will serve as the responsible party to EGLE grant agreement and should be an active partner in the grant project.
- Match funding contributions may come from private, non-profit, foundation, municipal or other partners. Potential local match funding sources may include other grants, bond monies, loans, cash, public partnerships, public/private partnerships, etc.

I-F Issuing Office and Point of Contact

This Request for Proposals (RFP) has been issued by EGLE's Recycling Unit. All questions regarding this solicitation should be directed to:

Arthur Taylor
TaylorA45@michigan.gov

I-G Changes to the RFP and Responses to Questions

Any written answers to questions, changes, and/or clarifications will be posted at: Michigan.gov/MIRecycles

I-H Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Program Objectives, Program Priorities, and Applicant Tasks listed in the Program Description I-B, and using the format and attachments provided in the [EGLE Organics Infrastructure Grant online application](#). Applicants must also submit all supporting documentation by the due date below. Supporting documentation may include letters of commitment, letters of partnership or community support, price quote(s), photographs, calculations, data, financial audit, and other substantiating information.

I-I Response Date

Proposals must be submitted by 5:00 p.m. on August 28, 2024.

PART II INFORMATION REQUIRED FROM APPLICANTS.

Online Application

Complete the [Online Application](#). Questions marked with an asterisk (*) require a response. Applicable materials listed in Section II must be uploaded within the Online Application. Applicants can submit their completed Online Application by clicking "Submit" button on the bottom of the application page.

II-B Approved Budget Form

1. Applicant(s) must use the budget section of the online application form. All budget categories must be addressed. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.
2. All applicants must provide a **minimum 20 percent match** of the total grant project amount. The sum of the State share plus the recipient share will equal the total grant project amount.
3. **Equipment** –All Equipment expenses must be justified in your proposal. For expense estimates, provide a rationale for the estimated cost (ex: price quote). Equipment purchases over \$5,000 will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years, prior to reimbursement.
4. **Incurring Costs** – The State is not liable for any costs incurred by an applicant prior to full execution of a [Grant Agreement](#). The following documentation will be required by selected applicants to receive reimbursement:
 - a. Receipt/Invoice for cost incurred.
 - b. Proof of payment via bank statement, ACH payment, or scanned cashed check.

Note: *All match expenditures will be held to the same documentation requirements.*

Additional Budget Information:

1. In the event of a partially funded proposal, selected applicant(s) will be required to submit a revised proposal before entering into a Grant Agreement.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the matched funds may be reduced proportionately by the percentage of the grant award not spent.

5. Selected applicant(s) may not commingle award funds with current or future awards received from the EGLE Recycling Program. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
6. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

PART III SELECTION

All proposals received shall be subject to an evaluation by the Recycling Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a [Grant Agreement](#) to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Sections I-C, that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, **will be rejected automatically.**

Grantees will be notified of their funding status once EGLE's Director approves the final funding recommendations.

III-A Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

III-B Rejection of Proposals

The Recycling Unit reserves the right to reject any and all proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and the Recycling Unit. The Recycling Unit will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

III-C Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART IV ADDITIONAL INFORMATION

- IV-A Acceptable Match Types
Applicants may use cash, bond proceeds, grant funding, financing, or loans from the applicant organization or a third-party for some, or all, of their match. Match is subject to the same backup documentation as expenses incurred.
- IV-B SIGMA Vendor Registration
All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in [Sigma VSS](#), please verify that all your account information is correct. If not, please use the [Sigma VSS](#) to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may take up to two weeks to be processed.**
- IV-C News Releases
News releases (including press releases, press events or groundbreaking events, news articles, print or radio interviews, social media posts, promotional literature, and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.
- IV-D Disclosure of Proposal Contents
All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq.*
- IV-E Copyrighted Materials
See Section VI of the [Grant Agreement](#) for a summary of intellectual property provisions.
- IV-F Prime Applicant Responsibilities
The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether, or not, that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact with regards to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. The Recipient is responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the [Grant Agreement](#) for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

IV-I Permit Requirements

All activities undertaken with grant funds must comply with State of Michigan permitting requirements. It is the Recipient's responsibility to acquire all necessary [environmental permits](#) prior to initiating the funded project.

IV-J Prevailing Wage Requirements

The State of Michigan House Bill 4007 established requirements for all public projects sponsored or financed by the state to follow prevailing wages and fringe benefits. Find the [current prevailing wage](#) and fringe benefit requirements for your county.